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United States Department of State

# A Guide to Doing BUSINESS



June 1996

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Bureau of Administration  
Office of Small and Disadvantaged Business Utilization

*Revised June 1996*




United States Department of State

**A Guide to Doing  
BUSINESS**

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## Introduction

*A Guide to Doing Business With the Department of State* is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The Guide is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1700 North Lynn Street, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections:

**Section A** (1) summarizes the Department's procurement program; (2) describes the Department's acquisition under the Diplomatic Security Act; and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts.

**Section B** contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, and (2) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU).

**Section C** lists subcontracting opportunities available through the Department's larger prime contractors.

**Section D** lists contacts for trade and investment-related issues.

**Section E** lists other Department of State and other government publications and subscriptions that may be of interest to the reader.

*A Guide To Doing Business With the Department of State* is also available on Internet. The GOPHER address is GOPHER://DOSFAN.LIB.UIC.EDU.70

The WEB address is HTTP://WWW.STATE.GOV (Go to State Department Administration).

Dept. of State acquisition home page is <http://www.Statebuy.Inter.net/home.htm>

## **A/SDBU Mission Statement**

The mission of the Department of the Department of State, Office of Small and Disadvantaged Business Utilization (OSDBU) is to ensure that a fair share of the Department's acquisitions are placed with small, disadvantaged, and women-owned firms. The OSDBU develops policies and implements actions that will enhance procurement opportunities for small, disadvantaged/minority, and women-owned businesses in accordance with public law.

The OSDBU serves as advocate, counselor, trainer, and provider of liaison services to the small business community. These services are administered through participation in outreach activities including interagency-sponsored conferences, one-on-one counseling, and group training seminars.



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## **Section A**

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



# Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

## *Research and Development*

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

## *Supplies and Equipment*

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.\*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

## *Services*

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.\*\*
- (e) Facilities maintenance services

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\* The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a multiyear plan to accomplish this migration.

\*\* The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. In fiscal year 1991, external studies accounted for a substantial part of such services. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address follows as number 1 on the list of 16 major procuring activities. Following is a list of the Department's 16 major acquisition activities:

1. Office of Acquisitions (A/OPR/ACQ)  
Department of State  
P.O. Box 9115, Rosslyn Station  
Arlington, VA. 22219  
Customer Service Center Tel. (703) 516-1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

2. Office of Foreign Buildings Operations (A/FBO/AP/AD)  
Department of State  
SA-6, Room L-600, P.O. Box 12248  
Rosslyn Station  
Arlington, VA. 22219  
Tel. (703) 875-6297

Performs acquisition services in support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

3. Office of Language Services (A/OPR/LS)  
Department of State  
Main State, Room 2214  
Washington, D.C. 20520-2214  
Tel. (202) 647-1528

Limited small purchase authority involving the services of translators, interpreters, escorts, and related language support.

4. Office of Overseas Schools (A/OPR/OS)  
Department of State  
SA-29, Room 245  
Washington, D.C. 20522-2902  
Tel. (703) 875-7800

Small purchases and grants involving overseas schools assistance activities.

5. Diplomatic Telecommunications Service (DTS-PO/ADM/ACQ)  
Department of State  
SA-43, 3920 Pender Drive  
Fairfax, VA 22030  
Tel. (703) 302-7908 or 302-7840

Lease or purchase of information technology supplies and services, i.e., telecommunication circuitry and subsystems for worldwide use. Samples of subsystems are: modems, multiplexors, electronic switches, network management systems, professional services, etc.

6. Office of Foreign Missions (M/OFM)  
Department of State  
SA-33, Room 357  
Washington, D.C. 20520-3301  
Tel. (202) 895-3507

Limited acquisitions involving professional services and personal property in support of the office's mission, that of ensuring reciprocity of treatment between U. S. missions overseas and foreign missions in this country.

7. Foreign Service Institute (NFATC)  
Department of State  
4000 Arlington Blvd.  
Arlington, VA 22204-1500  
Tel. (703) 302-7141

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute's training mission.

8. Office of International Conferences (IO/OICA)  
Department of State  
Main State, Room 1428A  
Washington, D.C. 20520-6319  
Tel. (202) 647-1771

Limited small purchase authority involving annual international conferences.

9. Bureau of Population, Refugees and Migration (PRM/C)  
Department of State  
SA-1, Room 1215  
Washington, D.C. 20522-0112  
Tel. (202) 663-1022

Small purchases, grants, and cooperative agreements supporting worldwide refugee matters.

10. United States Mission to the United Nations (USUN)  
799 UN Plaza, Room 312  
New York, N.Y. 10017  
Tel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

11. Moscow Embassy Buildings Control Office (M/MEBCO)  
Department of State  
SA-6, Room 1139  
Washington, D.C. 20522-0602  
Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

12. Regional Procurement and Support Office  
Florida Regional Center  
Department of State  
Ft. Lauderdale, FL 33309-5242  
Tel. (954) 630-1166

Procurement for services and personal property procured in the United States in support of posts in Central and South America.

13. Office of Information Management, Major Acquisitions  
Program Office (IM/RM/MFA)  
Department of State  
IM/RM/MFA, Room 200A, SA-15  
Washington, D.C. 20522-0835  
Tel. (703) 875-4801

Limited procurement authority for major systems buys (those exceeding \$50 million) or as directed by the Deputy Assistant Secretary for Information Management or the Procurement Executive. The office will play a major role in formulating a competitive solicitation for modernization of the Department's information systems.



Other specialized procuring activities are described below:

14. Bureau of International Narcotics & Law Enforcement (INL/C)  
SA-44S  
Washington, D.C. 20520  
Tel. (202) 776-8718

Has authority to enter into small purchases, orders against GSA schedule contracts, and personal services contracts pursuant to the Foreign Assistance Act of 1961, as amended.

15. The Library (IM/IS/OIS/LR)  
Department of State  
Main State, Room 2442C  
Washington, D.C. 20520  
Tel. (202) 647-2196

Has authority to enter into small purchases and orders against GSA schedule contracts for the acquisitions such as newspapers, books, maps, and periodicals.

16. State Department Foreign Service Posts

Designated employees at State Department's Embassies and Consulates abroad have Certificates of Appointment from the Procurement Executive. These certificates, or warrants, provide authority to execute procurement actions up to \$100,000, and in some cases, at higher levels, without further approval from the Procurement Executive being required. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E-3) or to the purchasing agents listed in the footnote on page A-25.

NOTE: Key Officers booklet is available free of charge via Bureau of Public Affairs Internet address: [HTTP://WWW.State.Gov](http://WWW.State.Gov)

# DOS Grant and Cooperative Agreement Opportunities

Office of Overseas Schools (A/OPR/OS)  
Department of State  
Room 245, SA-29  
Washington, D.C. 20522-2902  
Ms. Barbara La Brie  
Tel. (703) 875-7800

Grants for the provision of assistance to elementary and secondary schools abroad to assure that appropriate educational programs are provided for dependents of American citizens.

Bureau of Oceans and International Environmental and Scientific Affairs (OES)  
Department of State  
Room 7821, Main State  
Washington, D.C. 20520  
Mr. Jim Lewis  
Tel. (202) 647-3622

Grants related to the conduct of research and promotion of international cooperation on environmental and other scientific issues.

Bureau of Intelligence and Research (INR/RES)  
Department of State  
Room 404, SA-5  
Washington, D.C. 20522-0504  
Ms. Susan Nelson  
Tel. (202) 736-9059

Grants for the provision of stable, long-term financing for advanced research; graduate and language training; public dissemination of research data (e.g., methods and findings); and contact and collaboration among government and private specialists.

Bureau of Population, Refugees & Migration (PRM)  
Department of State  
Room L505, SA-1  
Washington, D.C., 20522-0105  
Ms. Emily Krantz  
Tel. (202) 663-1022

Cooperative agreements for the provision of food, health, and training activities and medical services for refugees in camps of first asylum.

Bureau of Diplomatic Security (DS/OSA/ASD)  
Department of State  
3rd Floor, SA-10  
Washington, D.C. 20522-1003  
Ms. Donna Taylor  
Tel. (202) 663-0011

Cooperative agreements with state and local governments and institutions of higher learning for security-related training and training evaluation.

## Credit Card Sales

The Government's VISA card is called "International Merchant Purchase Authorization Card" or "I.M.P.A.C." It is issued to certain Department employees under a delegation of purchase authority to pay for certain types of small purchases (no single purchase may exceed \$2,500) such as office supplies, copier supplies, and maintenance; books and subscriptions; and repair of property and equipment (other than building property). Firms that accept I.M.P.A.C. and which wish to market their product to the Department should direct their attention to page A-26 for a partial list of cardholders. To learn more about accepting the I.M.P.A.C. VISA credit card, you may contact your local bank and ask for a "VISA Merchant Account" or call First Bank Systems' Customer Service at 1-800-945-4689.

A single-award schedule contract for Government-wide commercial purchase card International Merchant Purchase Authorization Card (IMPAC) service using the VISA purchase card has been implemented. The current contract GS-23F94031 (Federal Supply Schedule-Industrial Group 615, Industrial Class 6153), is a mandatory source for the Department. The IMPAC program is under the direction of the General Services Administration and is operated by Rocky Mountain BankCard System in Denver, Colorado. It is designed to meet the requirements of the Government for purchases that do not exceed \$2,500 per transaction. Merchants who want information about accepting VISA cards should either contact their local banks or call Rocky Mountain BankCard System for assistance. The number is 1-800-945-4689.

# **Regional Procurement and Support Office**

## **U.S. Embassy/Bonn**

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in the Near East, Africa, the Mediterranean region, Eastern Europe, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1995, RPSO/Bonn purchased over \$32 million in goods and services, much of which was from U.S. vendors. The majority of these purchases are under \$100,000 ("simplified acquisition") and fall into three main categories. Those categories are: (1) medical supplies and equipment, (2) "special acquisitions," including computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, and (3) "general acquisitions," including educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services that do not fall into categories (1) and (2).

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to Charles Krips, Director, or Lisa Million, Assistant Director, RPSO/Bonn, c/o American Embassy/Bonn, Department of State, Deichmanns Aue 5300, Bonn 2 Unit 27101, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-49-228-339-2663).

## **U.S. Embassy/Tokyo**

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1995, RPSO/Tokyo purchased over \$19 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.



Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Alvin Chen, Director, RPSO Tokyo, c/o American Embassy/Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable. (FAX 011-81-3-3505-1862).

## **U.S. Embassy/Singapore**

In October 1993, the Department of State formally opened a Regional Procurement Support Office (RPSO) under the U.S. Embassy in Singapore, Republic of Singapore. RPSO Singapore supports the procurement needs of the American Embassy in Singapore, including those Federal agencies attached to the Embassy, and other American Embassies and Consulates in the East Asian region.

As the RPSO Singapore is being newly established, historical procurement data is of somewhat limited value. In Fiscal Year 1995, Embassy Singapore purchased approximately \$3 million in goods and services; the majority of these purchases were under \$100,000 ("simplified acquisition"). Supplies purchased by RPSO Singapore are expected to include heating and air-conditioning equipment, tires, medical supplies, electrical supplies, small appliances, consumer and office electronics, automobiles, construction materials and supplies, publications, household appliances, office equipment, construction materials, computer equipment and software, and household and office furniture. Services are expected to include commercial support services (cleaning, gardening, security guards), computer services, facility rentals, equipment leases, small architect-engineer and construction services, and airfreight and shipping services.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, to James Tyckoski, Director, RPSO Singapore, American Embassy Singapore, FPO AP 96534-0001. Small, small minority-owned, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-65-338-4550).

## Florida Regional Center

A Regional Procurement Support Office (RPSO) was formally opened in December 1993 at the U.S. Department of State's Florida Regional Center located in Ft. Lauderdale, FL. RPSO—FL was established to support the procurement needs of the American Embassies, Consulates, or other posts located in the Central/South American, Caribbean, and certain West African countries.

In Fiscal Year 1995, RPSO—FL purchased over \$2,000,000 in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition"). Purchases include heating and air-conditioning units and repair parts; computer equipment and software; small/large household appliances; office electronics; medical supplies/equipment; automotive parts/tires; electrical equipment/supplies; telecommunications equipment/supplies, construction materials/supplies; household/office furniture; printing requirements, and carpet/flooring supplies and equipment. Services are expected to be lawn care/gardening; equipment leases; computer services; small architect-engineer and construction services; and air freight/ocean freight and other shipping or courier services; facility rental; janitorial services; guard services; printing services; and life/health and retirement plans.

Firms interested in doing business with the RPSO—FL should forward descriptive literature on their product/service line(s), including prices, to John Hilliard, Director, RPSO—FL, Florida Regional Center, 4000 N. Andrews Drive, Ft. Lauderdale, FL 33309. Small, small minority-owned, and small women-owned businesses should clearly indicate their size/ownership status when contacting RPSO—FL. For additional information, you may also call (305) 630-1166 or FAX (954) 630-1165.



## Top-Spending Posts for FY-1995

(extracted from *Competition Advocates' Report* )

(in U.S.\$)

The Hague, Netherlands.....	over \$47 million
London, England.....	over \$44 million
Bonn, Germany .....	over \$32 million
Tokyo, Japan.....	over \$19 million
Paris, France .....	over \$17 million
Vienna, Austria.....	over \$10 million
Frankfurt, Germany.....	over \$9 million
Athens, Greece.....	over \$9 million
Rome, Italy.....	over \$9 million
Bangkok, Thailand .....	over \$9 million
Seoul, South Korea.....	over \$8 million
Mexico City, Mexico .....	over \$6 million
New Delhi, India.....	over \$5 million
Cairo, Egypt .....	over \$5 million
Amman, Jordan .....	over \$5 million
Brasilia, Brazil.....	over \$5 million
Santiago, Chile.....	over \$5 million

## Largest Number of Contract Actions by Post

Bonn .....	La Paz
Paris .....	Bridgetown
Warsaw .....	Jakarta
Geneva .....	Lima
London .....	Cairo
New Delhi.....	Tokyo
Bangkok.....	Vienna
Santiago .....	Frankfurt

More detailed information on post-specific statistical data is available in the Department of State's Annual Competition in Contracting Report. To receive a copy, contact the Competition Advocate on (703) 516-1697.

## Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99-399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the Commerce Business Daily and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing Embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Juanita Waters at the following address:

Department of State  
A/FBO/AP/AD  
SA-6, Room L 600  
Washington, D.C. 20522-0604  
Telephone: (703) 875-6297

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact Ken Stanley at the following address:

Department of State  
DS/ST/CMP  
SA-10, 7th Floor  
Washington, D.C. 20522-1003  
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Spencer Brown of the Department's Physical Security Division at the address listed on page A-20.

Firms interested in performing services related to Embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State  
A/FBO/PE/CSM  
SA-6, Room 711  
Washington, D.C. 20522-0602  
Attn: Mr. Ray Williams  
Telephone: (703) 516-1637

Department of State  
DS/PSD/CSB  
SA-6, 8th Floor  
Washington, D.C. 20522-0602  
Attn: Mr. Spence Brown  
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 95/96, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Rio de Janeiro, Brazil; Panama City, Panama; Vientiane, Laos; Bissau, Guinea-Bissau; Algiers, Algeria; Sofia, Bulgaria; Harare, Zimbabwe; Berlin, Germany; Buenos Aires, Argentina; Havana, Cuba; Guatemala City, Guatemala; Port-au-Prince, Haiti; Tegucigalpa, Honduras; Asuncion, Paraguay; Athens, Greece; Zagreb, Croatia; Prague, Czech Republic; London, England, United Kingdom; Paris, France; Reykjavik, Iceland; Rome, Italy; Vilnius, Lithuania; Warsaw, Poland; Lisbon, Portugal; Madrid, Spain; and Stockholm, Sweden.

## **Notification of Metric Transition**

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. Robert E. Lloyd in the Office of the Procurement Executive.

# **U.S. Department of State Washington, D.C. 20520**

## **User-Office Contacts**

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Ms. Mary Ackerman  
Departmental Competition Advocate  
(Mailing Address)  
U.S. Department of State  
A/OPE/CA, Room 603, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 516-1697

## **Alternative Disputes Resolution**

The Administrative Dispute Resolution act of 1990 and the National Performance Review of 1993 encouraged agencies to use alternative Dispute Resolution (ADR) techniques in resolving disputes. Executive Order 12979, Agency Procurement Protest, signed October 26, 1995, calls for agency heads to establish administrative procedures for resolving bid protests at the agency level "as an alternative" to outside protest forums.

Formal litigation of these matters is a long and costly process that often times establishes an adversarial relationship between the Government and the private sector. ADR, on the other hand, includes a wide range of resolution techniques, tends to be less costly, and is far more efficient than litigation. It also keeps resolution of the matter within the control of the disputants. The parties choose the ADR method of resolution; establish the rules of engagement; determine who will be the decisionmakers; define the issues; and otherwise control the entire process.

Some of the ADR techniques that may be used include minitrials, mediation, factfinding and arbitration. Resolution of the matter is approached from a "partnership" standpoint, with a common goal to preserve the business relationship and avoid the costs and delays so often experienced in formal litigation. We encourage use of ADR whenever possible.



## Requests for DOS Contracts, Etc.

Copies of current contracts, or other Department of State documents, may be requested through the Freedom of Information Act ("FOIA"), 5 U.S.C. 552. Department regulations applicable to FOIA requests are at Volume 22 of the Code of Federal Regulations, Part 171. In general, FOIA requests must be submitted in writing containing enough information about the documents requested to permit the Department to locate them with a reasonable amount of effort. Requesters also must state their agreement to pay any applicable processing costs in their request letters. (See 22 C.F.R. §171.13–15). Requests should be addressed to:

The Office of Freedom of Information,  
Privacy and Classification Review  
S/FPC, Room 1512  
Department of State  
Washington, D.C. 20520  
(Telephone inquiries number: 202–647–6070)  
(Fax number: 202–647–5159)

### Architectural, Engineering, and Design Services (Construction)

- a. Office of Foreign Buildings  
Room L600, SA–6  
Ms. Patricia Regalo-Warren (Acquisitions) Telephone: (703) 875–6276
- b. Office of Small & Disadvantaged Business Utilization  
Room 633, SA–6  
Mr. Louis Pruitt  
(Minority Business Coordinator) Telephone: (703) 875–6586
- c. Office of Real Property Management (Domestic)  
Room 1878, M.S.  
Mr. Tom Sgroi Telephone: (202) 647–2852

### Audio-Visual Services and Products

- a. Publishing Services Division  
Room B847, M.S.  
Mr. Richard Florence Telephone: (202) 647–1857
- b. General Services Division  
Room B–258, M.S.  
Mr. Royce Rock Telephone: (202) 647–1634
- c. Foreign Service Institute (FSI/EX/AVF)  
Room F1328, SA–42  
Mr. Tom Bash Telephone: (703) 302–6788

d. Bureau of Diplomatic Security (DS/PLD/TC)  
Room 380A, SA-11  
Ms. Brenda Sprague

Telephone: (703) 204-6240

### **Building Interior Furnishings (Foreign)**

Office of Foreign Buildings  
Room 1201, SA-6  
Ms. Vivien Woofter

Telephone: (703) 875-6263

### **Building Maintenance and General Services (Domestic)**

(Includes labor services, local transportation services, etc.)

General Services Division  
Room B2A61, M.S.  
Mr. John Silva (transportation)

Telephone: (202) 647-3628

Ms. Shirley Beard (labor services)

Telephone: (202) 647-3611

Office of Operations

a. Facilities Management and Support Services  
Room B2A61, M.S.  
Mr. Frank Bright

Telephone: (202) 647-6001

### **Building Maintenance and General Services (Foreign)**

Office of Foreign Buildings  
Room L100 and L200, SA-6  
Mr. Cliff Mecklenberg

Telephone: (703) 875-5742

### **Building Materials/Supplies**

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

Office of Foreign Buildings  
Mr. Fred Bunke (Moscow)  
Room 1139, SA-6

Telephone: (703) 875-5796

Ms. Wanda Besson  
Room L600, SA-6

Telephone: (703) 875-6297



**Cartographic Services**

Office of the Geographer  
Room 8742, M.S  
Mr. William Wood

Telephone: (202) 647-2021

**Catering Services**

Office of Protocol  
Room 1238, M.S.  
Mr. Harland Lee

Telephone: (202) 647-1700

**Communication Equipment Services**

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations  
(IM/SO/TO/MT)  
Room 214, SA-21  
Mr. Lee Rainer

Telephone: (703) 912-8350

Mr. Wesley J. Lincoln

Telephone: (703) 912-8441

**Computer Supplies and Accessories**

Office of Information Management (IM/SO/DO/FADPC)  
Room 12B63, M.S.  
Mr. Dave Ames

Telephone: (202) 647-7245

Mr. Edward Courlang  
Room 200, SA-29

Telephone: (202) 647-7811

Office of Acquisition  
Ms. Millie Pugliese

Telephone: (703) 516-1711

**Construction Services (Foreign)**

Office of Foreign Buildings  
Room L600, SA-6

Mr. John Sligh (Const. Management)  
Room 703, SA-6

Telephone: (703) 875-6300

Mr. Louis Pruitt (Program Coordinator)  
Room 633, SA-6

Telephone: (703) 875-6586

## **Educational Materials/Supplies**

- a. Office of Overseas Schools  
Room 245, SA-29  
Mr. Ernest N. Mannino Telephone: (703) 875-7800
- b. Foreign Service Institute  
Room F2125, SA-42  
Ms. Jayetta Oates Telephone: (703) 302-7233

## **Electronic and Physical Security Services/Equipment**

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security  
Mr. Spencer Brown  
Room 804, SA-6 Telephone: (703) 875-6570

## **Engineering Services (Construction)**

Office of Foreign Buildings  
Ms. Patricia Regalo-Warren  
Room L600, SA-6 Telephone: (703) 875-6276

Mr. Harry Marinos (electrical)  
Room 310C, SA-6 Telephone: (703) 875-6143

Mr. Robert Gardner (mechanical)  
Room 324, SA-6 Telephone: (703) 875-6216

Mr. Sedat Asar (structural)  
Room 343, SA-6 Telephone: (703) 875-6190

Office of Real Property Management, Design,  
and Construction Division (Domestic)  
Mr. Tom Sgroi  
Room 1878, M.S. Telephone: (202) 647-2852

## **Engineering Services (Non-Construction)**

- a. Bureau of Diplomatic Security (DS/CMP/ES)  
SA-10, 7th Floor  
Mr. Jim Frank (Security R&D) Telephone: (202) 663-0708

- b. Office of Information Management/Voice Operations/Maintenance  
Room 214, SA-21  
Mr. Wesley Lincoln Telephone: (703) 912-8441
- Mr. Lee Rainer Telephone: (703) 875-4993

### **Environmental Sciences (air, water, geotechnical, asbestos, etc.)**

- a. Office of Foreign Buildings Operations  
Mr. Christopher Hullinger (overseas posts)  
Room L 200, SA-6 Telephone: (703) 875-5742
- b. Office of Operations, Facilities, Management, and Support Services  
Mr. Frank Bright  
Room B2A61, M.S. Telephone: (202) 647-6001

### **Furnishings and Appliances, Office and Household\***

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings  
Room 412, SA-6  
Ms. Vivien Woofter Telephone: (703) 875-6263

### **Information Management Support Services**

- a. Office of Information Management  
Mr. Edward Courlang  
SA-29, Room 200 Telephone: (703) 875-7811
- Mr. David Ames  
Room 12B63, M.S. Telephone: (202) 647-7245
- Mr. Yang Kim  
SA-29, Room 200 Telephone: (703) 875-7771
- Mr. Robert Obenstine  
Room 12B63 M.S. Telephone: (202) 647-7528

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\*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Dan Cushman at (703) 875-6023.

- b. Bureau of Consular Affairs  
Room W711, SA-1  
Mr. Alan Dahl Telephone: (202) 663-1121
- c. Office of Passport Services  
Room 338, SA-17  
Ms. Agnes Liptak Telephone: (202) 955-0253
- d. Foreign Service Institute  
Room F3313, SA-42  
Ms. Linda Coble Telephone: (703) 302-6755
- e. Bureau of Diplomatic Security  
SA-10, 6th floor (DS/OA/SYS)  
Mr. Robert Cobert Telephone: (202) 663-6438
- f. Office of Financial Management, System Development,  
and Maintenance Division (FM/FS/DM)  
SA-15, Room 4520  
Ms. Cecelia Holson Telephone: (703) 875-6912
- g. Office of Information Resources Management (S/S-IRM/SMD)  
Room 7530  
Mr. Kenneth Matthiesen Telephone: (202) 647-0867
- h. Office of Modernization and Coordination (IM/PD/OMC)  
Room 4428, M.S.  
Mr. Jim Casey Telephone: (202) 647-4678
- i. Office of Modernization and Coordination (IM/PD/OMC)  
(for information on DOS Modernization)  
Room 4428, M.S.  
Mr. John LaPolla Telephone: (202) 647-0281
- j. Bureau of Finance and Management Policy (FMP/F/FMS)  
SA-15, Room 4709C  
Mr. Gary Galloway Telephone: (703) 875-5548
- k. Bureau of Personnel (PER/EX/IM)  
Room 1818, M.S.  
Ms. Donna Cooper Stange Telephone: (202) 647-1264
- l. Office of Information Management, Major FIP  
Acquisition Program Office (IM/RM/MFA)  
SA-15, Room 200A  
Ms. Ronne Rogin Telephone: (703) 875-4801

m. Bureau of Intelligence and Research (INR/EX)  
Room 6510, M.S.  
Mr. Mike Wiseman

Telephone: (202) 647-6549

### **International Political and Economic Affairs and Research**

Bureau of International Narcotics and Law Enforcement Affairs  
SA-44, 1st Floor  
Mr. Tim Henderson

Telephone: (202) 776-8718

### **Labor Services**

General Services Division  
Room 1493, M.S.  
Ms. Shirley Beard

Telephone: (202) 647-3611

### **Language/Translation Services**

Office of Language Services  
Room 2214, M.S.  
Mr. Harry Obst

Telephone: (202) 647-1528

### **Library/Subscription Services**

Office of Information Services/Library  
Room 3239, M.S.  
Ms. Alpha Rose\*

Telephone: (202) 647-1875

### **Machine and Equipment Maintenance/Repair (other than ADP)**

Office of Operations  
Room B2A61, M.S.  
Mr. Frank Bright

Telephone: (202) 647-6001

### **Medical Services/Supplies**

Medical Services  
Room L202, SA-1  
Ms. Maria Melchiorre

Telephone: (202) 663-1748

### **Mental Health Care/Services**

Office of Medical Services  
Employee Services Division  
Room L127, SA-1  
Ms. Anne Weiss

Telephone: (202) 663-1908

Room 5914, M.S.

Telephone: (202) 647-4929

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\*Manages Department's Commercial Library Program.

## **Microfilming/Micrographics**

Office of Information Services/Records Management Staff  
(IM/IS/RA/RM)  
Room B238A, M.S.  
Mr. John Cruce

Telephone: (202) 647-7123

## **Networking/Telecommunications**

Diplomatic Telecommunications Program Office  
(DTS/PO/Admin/ACQ)  
SA-34  
Mr. Victor White

Telephone: (703) 912-7908

Digital Systems Programs (SO/DO/DSP)  
Room 2921, M.S.  
Mr. Robert Bubniak (domestic)  
Mr. Wesley J. Lincoln  
Tele. Systems (overseas)

Telephone: (202) 647-4300

Telephone: (703) 912-8441

## **Overseas Employee Associations\***

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

Ms. Diane DeVivo, Director  
Office of Commissary and Recreation Affairs (A/OPR/ST/CR)  
Room 600, SA-6  
Washington, D.C. 20522-060

Telephone: (703) 875-6078

FAX (703) 875-6105

(See page A-31 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts are annotated with an asterisk (\*).)

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\*CR conducts one Conference/Trade Show each year, rotating their sites between each of the Department's five Regional Bureaus. For information regarding future conference/trade Shows, please contact Mr. Clint Kiser:

Office of Commissary and Recreation Affairs  
A/OPR/ST/CR  
State Annex 6, Room 600  
U.S. Department of State  
Washington, D.C. 20522-0602  
Tel: (703) 875-6088

For information on Department of Defense Commissary/Exchange System, see page B-12.



## **Publishing, Printing, Reproduction Equipment/Supplies, and Editorial Services**

- a. Office of Information Services  
Room 1758, M.S.  
Mr. Howard Gadsick  
Mr. Gregory Liverpool

Telephone: (202) 647-2517  
Telephone: (202) 647-3835

## **Recycled Products (Construction and Janitorial Supplies Only)**

- a. Office of Facilities Management and Support Services (OPR/FMSS)  
Room 1481, M.S.  
Mr. Calvin Dubose

Telephone: (202) 647-6003

## **Safety and Rescue Equipment**

- a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th Floor  
Mr. Jim Frank
- b. Office of Foreign Buildings  
Room L100, SA-6  
Mr. Bruce Sincox

Telephone: (202) 633-0722

Telephone: (703) 875-6983

## **Small Purchases\***

Office of Acquisition  
Room 528, SA-6  
Ms. Millie Pugliese  
(small purchases branch chief)

Telephone: (703) 516-1711

Computer Supplies and Accessories  
Ms. Millie Pugliese

Telephone: (703) 516-1711

Carpeting/Draperies  
Ms. Betty Thomas

Telephone: (703) 875-6015

Furniture  
Ms. Betty Thomas  
Mr. Neil Reilly

Telephone: (703) 875-6015

Telephone: (703) 875-6021

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\*FSU, the Office of Acquisition's Foreign Service Unit in the Department of State, serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market Embassies in specific geographic regions may do so directly, using the list beginning on page A-31, or may contact the following small purchase agents:

Peter Siegwald (703) 875-6023

See pp.A-4 through A-7 for other organizations having small purchase authority.

## Training\*\*

- a. Office of Civil Service Career  
Development and Assignments  
Room 2429, M.S.  
Ms. Theresa A. Manly

Telephone: (202) 647-7252

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- b. Office of Equal Employment Opportunity and Civil Rights  
Room 4216, M.S.  
Ms. Azucena Vasquez

Telephone: (202) 647-9040

- c. Foreign Service Institute  
National Foreign Affairs Training Center  
Room F2210, SA-42

Telephone: (703) 302-7141

Mr. Gary D. Crawford (Language)

Telephone: (703) 302-7242

Ms. Christine Fulena  
(Clerical/Administrative)

Telephone: (703) 302-4140

Mr. Richard Jackson (Area Studies)  
SA-42, Room F3422

Telephone: (703) 302-6858

Ms. Patsy Patten (Contracting Officer)  
SA-42, Room F2125

Telephone: (703) 302-6774

- d. Office of Information Management (IM/TE/OT)  
P.O. Box 3050  
Warrenton, VA 22186  
Ms. Mary Jo Lange

Telephone: (703) 557-1834

- e. Bureau of Diplomatic Security  
Room 320A, SA-11  
Mr. David Haas

Telephone: (703) 204-6188

## Transportation/Packing/Shipping/Storage (Household Effects)

- a. Office of Transportation  
Room 1056, M.S.  
Mr. Ed Davis

Telephone: (202) 647-4091

Mr. Harry Lundy (Contracts)

Telephone: (703) 875-6014

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\*\*The State Department Training Programs with government-wide applica-tion should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Vivian Bethea, Acting Director, OSDBU, at OPM on (202) 606-1464 for information.

## **Warehousing/Material Handling Equipment**

- a. Office of Information Management (IM/SO/LO/LG)  
SA-21, Room 221  
Ms. Elizabeth Pratt  
Telephone: (703) 912-8400
- b. Bureau of Diplomatic Security (DS/PEL/SEM)  
SA-7, Room 109  
Mr. Stuart Rettie  
Telephone: (703) 644-3326
- c. Office of Foreign Buildings Operations (FBO/OPS/FIR)  
Department of State  
7644 Dynatech Ct.  
Springfield, VA 22153  
Mr. Mike Bryce  
Telephone: (703) 644-2055
- d. Office of Operations (A/OPR/ST/SD/SSC)  
Department of State  
7958 Angus Court  
Springfield, VA 22153  
Mr. Jim Flanagan  
Telephone: (703) 644-3281
- e. Florida Regional Center (FRC)  
Administrative/General Services Officer  
Department of State  
4000 North Andrews Avenue  
Ft. Lauderdale, FL 33309-5242  
Telephone: (954) 630-1100

\* \* \* \* \*

For further information contact:

Mrs. Durie White  
Operations Director, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6824

Mr. Gregory Mayberry  
Associate Operations Director, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6823

Mr. Louis Pruitt  
A/SDBU/FBO  
Room 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 875-6586

Ms. Linda Taylor  
Procurement Analyst, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 516-1953

Mr. Anthony Jones  
Procurement Analyst, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 875-6822

## Department of State

### General Services and Administrative Officers

Bureau	Title	Telephone	Room	Zip Code
A/EX	Administrative Officer	202-647-8883	3800, M.S.	20520-6310
A/FBO/RMO	General Services Officer	703-875-6355	1300, SA-6	20522-0602
A/IM/RM	Administrative Officer	202-647-4398	4428, M.S.	20520-4437
AF/EX	General Services Officer	202-647-1298	3517, M.S.	20520-3430
ARA/EX	General Services Officer	202-647-3318	3260, M.S.	20520-6258
CA/EX	General Services Officer	202-647-1158	4820, M.S.	20520-4818A
DS/EX	General Services Officer	202-663-0660	8th Fl, SA-10	20522-1003
EAP/EX	General Services Officer	202-647-9054	4313A, M.S.	20520-6310
EB/EX	General Services Officer	202-647-2720	6820, M.S.	20520-5818
EUR/EX	General Services Officer	202-647-5954	5428, M.S.	20520-6511
H	General Services Officer	202-647-1714	7260, M.S.	20520-7261A
INL/C	Administrative Off.	202-647-4867	1st Fl., SA-44	20520-7310
INR/EX	General Services Officer	202-647-1080	6639, M.S.	20520-6510
IO/EX	General Services Officer	202-647-9326	1509, M.S.	20520-6319
L/EX	Administrative Officer	202-647-8323	5519, M.S.	20520-6317
M/DGP/MED/				
EX	General Services Officer	202-663-1611	209A, SA-1	20522
M/FMP/EX	Administrative Officer	202-647-8675	1328, M.S.	20520-7427
M/FSI/EX	General Services Officer	703-302-6729	F2205, SA-42	20522-4201
M/OFM/AO	General Services Officer	202-895-3511	358, SA-33	20522
NEA/SA/EX	General Services Officer	202-647-3269	4245, M.S.	20520-6258
OES/EX	Administrative Officer	202-647-3622	7821, M.S.	20520-7818
OIG/PPM/EX	Administrative Officer	202-647-7091	6827, M.S.	20520-6817
PER/EX	Administrative Officer	202-647-8118	3811, M.S.	20520-2810
PM/EX	General Services Officer	202-647-1110	3817, M.S.	20520-7320
PRM/EX	General Services Officer	202-663-1520	1251, SA-1	20522-0112
S/CPR/EX	Administrative Officer	202-647-1700	1238, M.S.	20520-1238
S/S/EX	General Services Officer	202-647-7457	7511A, M.S.	20520-7512



## Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the Key Officers of Foreign Service Posts booklet (Department of State Publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-3.

The *Key Officers of Foreign Posts* booklet referenced in the Mailing Address Form may be accessed on Internet via the Department of State Foreign Affairs Network (DOSFAN). To access DOSFAN:

Gopher: [dosfan.lib.uic.edu](gopher://dosfan.lib.uic.edu)

URL: <gopher://dosfan.lib.uic.edu.dosfan.html>

WWW: <http://www.State.gov>

## Department of State Foreign Service Posts\*

Location of Office	Type of Office
Abidjan, Cote d'Ivoire*	Embassy
Abu Dhabi, United Arab Emirates	Embassy
Accra, Ghana*	Embassy
Adana, Turkey	Consulate
Addis Ababa, Ethiopia*	Embassy
Alexandria, Egypt.....	Consulate General
Algiers, Algeria*	Embassy
Almaty, Kazakhstan.....	Embassy
Amman, Jordan*	Embassy
Amsterdam, Netherlands	Consulate General
Ankara, Turkey*	Embassy
Antananarivo, Madagascar*	Embassy
Apia, Western Samoa.....	Embassy
Ashgabat, Turkmenistan.....	Embassy
Asuncion, Paraguay*	Embassy
Athens, Greece*	Embassy
Auckland, New Zealand	Consulate General
Baghdad, Iraq*.....	Embassy
Baku, Azerbaijan.....	Embassy
Bamako, Mali*	Embassy
Bandar Seri Begawan, Brunei	Embassy
Bangkok, Thailand*	Embassy
Bangui, Central Arab Republic	Embassy
Banjul, The Gambia*	Embassy
Barcelona, Spain	Consulate General
Barranquilla, Colombia.....	Consulate
Beijing, China*	Embassy
Beirut, Lebanon	Embassy
Belfast, Northern Ireland, U.K.....	Consulate General
Belgrade, Yugoslavia*	Embassy
Belize City, Belize.....	Embassy
Berlin, Federal Rep. of Germany	Branch Office
Bern, Switzerland	Embassy
Bilbao, Spain	Consulate
Bishkek, Kyrgyzstan.....	Embassy
Bissau, Guinea-Bissau.....	Embassy
Bogota, Colombia*	Embassy
Bombay, India	Consulate General
Bonn, Federal Rep. of Germany* *	Embassy

Posts annotated with an asterisk (\*) operate Overseas Employee Associations.

\*\* Embassy Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. Charles Krips.

## Location of Office

## Type of Office

Brasilia, Brazil*	Embassy
Bratislava, Slovak Republic	Embassy
Brazzaville, Congo*	Embassy
Bridgetown, Barbados*	Embassy
Brisbane, Australia	Consulate
Brussels, Belgium*	Embassy
Brussels, Belgium	USNATO
Bucharest, Romania*	Embassy
Budapest, Hungary*	Embassy
Buenos Aires, Argentina*	Embassy
Bujumbura, Burundi*	Embassy
Cairo, Egypt*	Embassy
Calcutta, India	Consulate General
Calgary, Canada	Consulate General
Canberra, Australia*	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela*	Embassy
Casablanca, Morocco	Consulate General
Cebu, Philippines	Consulate
Chengdu, China	Consulate General
Chiang Mai, Thailand	Consulate General
Chisinau, Moldova	Embassy
Ciudad Juarez, Mexico	Consulate General
Colombo, Sri Lanka*	Embassy
Conakry, Guinea*	Embassy
Copenhagen, Denmark*	Embassy
Cotonou, Benin*	Embassy
Curacao, Netherlands Antilles	Consulate General
Dakar, Senegal*	Embassy
Damascus, Syria*	Embassy
Dar Es Salaam, Tanzania*	Embassy
Dhahran, Saudi Arabia*	Consulate General
Dhaka, Bangladesh*	Embassy
Djibouti, Djibouti*	Embassy
Doha, Qatar	Embassy
Dubai, United Arab Emirates	Consulate General
Dublin, Ireland*	Embassy
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Edinburgh, Scotland, U.K.	Consulate General

Posts annotated with an asterik (\*) operate Overseas Employee Associations.

Location of Office	Type of Office
Florence, Italy .....	Consulate General
Frankfurt Am Main, Federal Rep. of Germany* .....	Consulate General
Freetown, Sierra Leone* .....	Embassy
Fukuoka, Japan .....	Consulate
Gaborone, Botswana* .....	Embassy
Geneva, Switzerland* .....	Branch and Mission Offices
Georgetown, Guyana* .....	Embassy
Guadalajara, Mexico* .....	Consulate General
Guangzhou, China .....	Consulate General
Guatemala City, Guatemala* .....	Embassy
Guayaquil, Ecuador .....	Consulate General
Hague, The Netherlands .....	Embassy
Halifax, Canada .....	Consulate General
Hamburg, Federal Rep. Germany* .....	Consulate General
Hamilton, Bermuda .....	Consulate General
Harare, Zimbabwe .....	Embassy
Havana, Cuba .....	USINT
Helsinki, Finland* .....	Embassy
Hermosillo, Mexico .....	Consulate
Hong Kong, Hong Kong* .....	Consulate General
Islamabad, Pakistan* .....	Embassy
Istanbul, Turkey* .....	Consulate General
Izmir, Turkey .....	Consulate General
Jakarta, Indonesia* .....	Consulate General
Jeddah, Saudi Arabia* .....	Consulate General
Jerusalem, Jerusalem .....	Consulate General
Johannesburg, South Africa .....	Consulate General
Kaduna, Nigeria .....	Consulate General
Kampala, Uganda* .....	Embassy
Karachi, Pakistan* .....	Consulate General
Kathmandu, Nepal* .....	Embassy
Kavala, Greece* (relay)	
Khartoum, Sudan* .....	Embassy
Kiev, Ukraine .....	Embassy
Kigali, Rwanda* .....	Consulate General
Kinshasa, Zaire* .....	Embassy
Kingston, Jamaica* .....	Embassy
Kolonia, Micronesia .....	Embassy
Koror, Palau .....	USLO
Krakow, Poland .....	Consulate General

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Posts annotated with an asterik (\*) operate Overseas Employee Associations.

## Location of Office

## Type of Office

Kuala Lumpur, Malaysia*	Embassy
Kuwait, Kuwait*	Embassy
La Paz, Bolivia*	Embassy
Lagos, Nigeria*	Embassy
Lahore, Pakistan*	Consulate General
Leipzig, Federal Rep. of Germany	Consulate General
Liberia (relay)	
Libreville, Gabon	Embassy
Lilongwe, Malawi*	Embassy
Lima, Peru*	Embassy
Lisbon, Portugal*	Embassy
Lome, Togo*	Embassy
London, England, U.K.*	Embassy
Luanda, Angola	USLO
Lubumbashi, Zaire	Consulate General
Lusaka, Zambia*	Embassy
Luxembourg, Luxembourg	Embassy
Madras, India*	Consulate General
Madrid, Spain*	Embassy
Majuro, Marshall Islands	Embassy
Embassy Malabo, Equatorial Guinea	Embassy
Managua, Nicaragua*	Embassy
Manama, Bahrain	Embassy
Manila, Philippines	Embassy
Maputo, Mozambique	Embassy
Maracaibo, Venezuela	Consulate
Marseille, France	Consulate General
Martinique, French Caribbean Dept.	Consular Agency
Maseru, Lesotho	Embassy
Matamoros, Mexico	Consulate
Mazatlan, Mexico	Consulate
Mbabane, Swaziland	Embassy
Medan, Indonesia	Consulate General
Melbourne, Australia	Consulate General
Merida, Mexico	Consulate
Mexico City, D.F., Mexico*	Embassy
Milan, Italy	Consulate General
Minsk, Belarus	Embassy
Monrovia, Liberia*	Embassy
Monterrey, Mexico	Consulate General
Montevideo, Uruguay*	Embassy

Posts annotated with an asterisk (\*) operate Overseas Employee Associations.



Location of Office	Type of Office
Montreal, Canada*	Consulate General, ICAO
Moscow, Russia*	Embassy
Munich, Federal Rep. of Germany	Consulate General
Muscat, Oman*	Embassy
Nagoya, Japan	Consulate
N'Djamena, Chad*	Embassy
Naha, Japan	Consulate General
Nairobi, Kenya*	Embassy, UNEP
Naples, Italy	Consulate General
Nassau, Bahamas*	Embassy
New Delhi, India*	Embassy
New York, N.Y.	USUN
Niamey, Niger*	Embassy
Nicosia, Cyprus*	Embassy
Nouakchott, Mauritania*	Embassy
Nuevo Laredo, Mexico	Consulate
Oran, Algeria	Consulate
Osaka-Kobe, Japan	Consulate General
Oslo, Norway*	Embassy
Ottawa, Canada*	Embassy
Ouagadougou, Burkina Faso*	Embassy
Palermo, Italy	Consulate General
Panama City, Panama*	Embassy
Paramaribo, Suriname*	Embassy
Paris, France*	Embassy, UNESCO, USOECD
Perth, Australia	Consulate General
Peshawar, Pakistan*	Consulate
Phnom Penh, Cambodia	Embassy
Ponta Delgada, Azores, Portugal	Consulate
Port-au-Prince, Haiti*	Embassy
Port Louis, Mauritius	Embassy
Port Moresby, Papua New Guinea	Embassy
Port-of-Spain, Trinidad and Tobago*	Embassy
Prague, Czech Republic*	Embassy
Praia, Cape Verde	Embassy
Pretoria, South Africa*	Embassy
Pusan, Korea	Consulate
Quebec, Canada	Consulate General
Quito, Ecuador*	Embassy
Rabat, Morocco*	Embassy
Rangoon, Burma*	Embassy
Recife, Brazil	Consulate

Posts annotated with an asterik (\*) operate Overseas Employee Associations.

Location of Office	Type of Office
Reykjavik, Iceland.....	Embassy
Riga, Latvia.....	Embassy
Rio de Janeiro, Brazil* .....	Consulate General
Riyadh, Saudi Arabia*.....	Embassy
Rome, Italy*.....	Embassy, FODAG
St. George's, Grenada.....	Embassy
St. Johns, Antigua and Barbuda.....	Embassy
St. Petersburg, Russia.....	Consulate General
San Jose, Costa Rica*.....	Embassy
San Salvador, El Salvador* .....	Embassy
Sanaa, Yemen Arab Republic .....	Embassy
Santiago, Chile*.....	Embassy
Santo Domingo, Dominican Republic* .....	Embassy
Sao Paulo, Brazil*.....	Consulate General
Sapporo, Japan .....	Consulate General
Sarajevo, Bosnia-Herzegovina.....	Embassy
Seoul, Korea*.....	Embassy
Shanghai, China*.....	Consulate General
Shenyang, China*.....	Consulate General
Singapore, Singapore* .....	Embassy
Sofia, Bulgaria*.....	Embassy
Stockholm, Sweden* .....	Embassy
Strasbourg, France.....	Consulate General
Stuttgart, Federal Rep. of Germany.....	Consulate General
Surabaya, Indonesia .....	Consulate General
Suva, Fiji* .....	Embassy
Sydney, Australia.....	Consulate General
Tallinn, Estonia.....	Embassy
Tashkent, Uzbekistan.....	Embassy
Tbilisi, Georgia .....	Embassy
Tegucigalpa, Honduras*.....	Embassy
Tel Aviv, Israel* .....	Embassy
Thessaloniki, Greece* .....	Consulate General
Tijuana, Mexico.....	Consulate General
Tirana, Albania.....	Embassy
Tokyo, Japan* .....	Embassy
Toronto, Canada*.....	Consulate General
Tunis, Tunisia* .....	Embassy
Udon, Thailand .....	Consulate
Ulaanbaatar, Mongolia .....	Embassy
Valletta, Malta.....	Embassy

Posts annotated with an asterisk (\*) operate Overseas Employee Associations.

Location of Office	Type of Office
Vancouver, Canada .....	Consulate General
Vatican City, The Holy See .....	Embassy
Victoria, Seychelles.....	Embassy
Vienna, Austria*.....	Embassy, UNVIE
Vientiane, Laos*.....	Embassy
Vilnius, Lithuania.....	Embassy
Vladivostok, Russia.....	Consulate General
Warsaw, Poland .....	Embassy
Washington, D.C.....	USOAS
Wellington, New Zealand*.....	Embassy
Windhoek, Namibia.....	Embassy
Yaounde, Cameroon*.....	Embassy
Yerevan, Armenia.....	Embassy
Zagreb, Croatia.....	Embassy
Zurich, Switzerland.....	Consulate General

## Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States

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Posts annotated with an asterisk (\*) operate Overseas Employee Associations.



## **Section B**

- **Memo to Small, Disadvantaged, and Female (SD&F) Business Owners**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**





## **Memo to Small, Disadvantaged, and Female (SD&F) Business Owners**

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Standard Industrial Classification (SIC) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services under the small purchase threshold will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

In recent months, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative, statistical, research-type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

Firms wishing to do business with the Department of State may request a Vendor Profile Database Diskette. This system is maintained by OSDDBU and provides a diskette that contains over 100 fields of information to be completed. To obtain the diskette, phone (703) 875-6822. When complete, please remit to:

Small/Minority Business Enterprise Coordinator  
A/SDBU, Room 633, SA-6  
Department of State  
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 516-1953. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White  
Operations Director  
Office of Small and Disadvantaged Business Utilization

# **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

## **Directors and Women in Business Representatives (WIBR)**

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

### **Departments**

### **Women in Business Representatives**

Department of Agriculture  
14th & Independence Ave., S.W.  
Room 127W  
Washington, D.C. 20250  
Telephone: (202) 720-7117  
FAX: (202) 720-3001  
Attn: Ms. Sharon Harris  
Director, OSDBU

Ms. Belinda Ward  
(202) 720-7117

Department of the Air Force  
The Pentagon, Room E271  
Washington, D.C. 20330-1000  
Telephone: (703) 697-1950  
FAX: (703) 614-9266  
Attn: Mr. Anthony DeLuca  
Director, OSDBU

Mr. Patrick Heller  
(703) 697-1950

Department of the Army  
The Pentagon, Room 2A712  
Washington, D.C. 20310-0106  
Telephone: (703) 697-7753  
FAX: (703) 693-3898  
Attn: Ms. Tracy Pinson  
Director, OSDBU

Lt. Col. Elizabeth Sawyer  
(703) 697-2868

Department of Commerce  
14th Street & Constitution Ave., NW.  
Room 6411  
Washington, D.C. 20230  
Telephone: (202) 482-1472  
FAX: (202) 482-0501  
Attn: Mr. James Maruca  
Director, OSDBU

Ms. Brenda Black  
(202) 482-1472

## Departments

## Women in Business Representatives

Department of Defense  
The Pentagon, Room 2A338  
Washington, D.C. 20301-3061  
Telephone: (703) 614-1151  
FAX: (703) 693-7014  
Attn: Ms. Susan Haley  
Acting Director, OSDDBU

Ms. Dora Thomas  
(703) 697-9384

Department of Education  
400 Maryland Avenue, S.W.  
Room 3120, ROB-3  
Washington, D.C. 20202-0521  
Telephone: (202) 708-9820  
FAX: (202) 401-6477  
Attn: Ms. Marcella Corverson  
Acting Director, OSDDBU

(Vacant)  
Call Director

Department of Energy (BU-1)  
1000 Independence Ave., S.W.  
Washington, D.C. 20585  
Telephone: (202) 586-8383  
FAX: (202) 586-3075  
Attn: Ms. Corlis S. Moody  
Director, OSDDBU

Ms. Brenda DeGraffenreid  
(202) 586-8383

Department of Health and Human Services  
200 Independence Ave., S.W.  
Room 517D  
Washington, D.C. 20201  
Telephone: (202) 690-7300  
FAX: (202) 690-8772  
Attn: Mr. Verl Zanders  
Director, OSDDBU

Ms. Angel Graves  
(202) 690-6670

Department of Housing and Urban  
Development  
7th & D Streets, S.W.  
Room 3130  
Washington, D.C. 20410  
Telephone: (202) 708-1428  
FAX: (202) 708-7642  
Attn: Mr. Joseph Piljay

Mr. Joseph Piljay  
(202) 708-1428



## Departments

## Women in Business Representatives

Department of the Interior  
18th & C Streets, N.W.  
Room 2727  
Washington, D.C. 20240  
Telephone: (202) 208-3493  
FAX: (202) 208-5048  
Attn: Mr. Ralph Rausch  
Director, OSDDBU

Ms. Doris Sanford  
(202) 208-7437

Department of Justice  
Ariel Rios Building  
12th & Penn. Avenue  
Room 3235  
Washington, D.C. 20530  
Telephone: (202) 616-0521  
FAX: (202) 616-1717  
Attn: Mr. Joseph Ken Bryan  
Director, OSDDBU

Ms. Eleanor Geary  
(202) 616-0521

Department of Labor  
200 Constitution Ave., N.W.  
Room C2318 200  
Washington, D.C. 20210  
Telephone: (202) 219-9148  
FAX: (202) 219-9167  
Attn: Ms. June Robinson  
Director, OSBMA

Ms. Katherine Lee  
(202) 219-9151

Department of the Navy  
Building 5, Crystal Plaza  
Room 120  
Washington, D.C. 20360-5000  
Telephone: (703) 602-2700  
FAX: (703) 602-2477  
Attn: Mr. Don Hathaway  
Director, OSDDBU

Ms. Janet Koch  
(703) 602-2695

Department of State  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6824  
FAX: (703) 875-6825  
Attn: Mrs. Durie White  
Operations Director, OSDDBU

Ms. Linda Taylor  
(703) 516-1953

## **Departments**

## **Women in Business Representatives**

Department of Transportation  
400 – 7th Street, S.W., Room 9410  
Washington, D.C. 20590  
Telephone: (202) 366–1930  
FAX: (202) 366–7228  
Attn: Ms. Luz A. Hopewell  
Director, OSDDBU

Ms. Pat L. Hodge  
(202) 366–1902

Department of the Treasury  
15th & Pennsylvania Ave., N.W.  
Room 6100 Annex  
Washington, D.C. 20220  
Telephone: (202) 622–0530  
FAX: (202) 622–2273  
Attn: T.J. Garcia  
Director, OSDDBU

(Vacant)  
(202) 622–0530

Department of Veterans Affairs  
810 Vermont Ave., N.W.  
Room 310  
Washington, D.C. 20420  
Telephone: (202) 535–8124  
FAX: (202) 535–8156  
Attn: Mr. Scott Denniston  
Director, OSDDBU (005SB)

Ms. Mary Ella Stormant  
(202) 376–6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

## **Independent Agencies and Departments**

## **Women in Business Representatives**

ACTION  
1100 Vermont Ave., N.W.  
Suite 2101  
Washington, D.C. 20525  
Telephone: (202) 606–5150  
FAX: (202) 606–5126  
Attn: Ms. Donna Darlington  
Director, Procurement Grants

Ms. Jean McCamley  
(202) 606–4812

## **Independent Agencies and Departments**

Agency for International Development  
TT-2, Room 1200A  
Washington, D.C. 20523-1414  
Telephone: (703) 875-1551  
FAX: (703) 875-1862  
Attn: Mr. Ivan Ashley  
Director, OSDBU

Defense Logistics Agency  
Cameron Station, Room 4C112  
Alexandria, VA 22304-6100  
Telephone: (703) 274-6471  
FAX: (703) 274-0565  
Attn: Mr. Lloyd C. Alderman  
Director, OSDBU

Environmental Protection Agency  
401 M Street, S.W. Code A-149C  
Washington, D.C. 20460  
Telephone: (703) 305-7777  
FAX: (703) 305-6462  
Attn: Mr. Leon H. Hampton  
Director, OSDBU

Executive Office of the President  
Room 5001, NEOB  
Washington, D.C. 20500  
Telephone: (202) 395-7669  
FAX: (202) 395-3982  
Attn: Ms. Thelma Toler  
Director, OSDBU

Export-Import Bank of the U.S.  
811 Vermont Ave., N.W.  
Room 1017  
Washington, D.C. 20571  
Telephone: (202) 565-3335  
FAX: (202) 565-3319  
Attn: Mr. Daniel A. Garcia  
Director, OSDBU

## **Women in Business Representatives**

Ms. Betty Briscoe  
(703) 875-1551

Mr. Anthony Kudders  
(703) 274-6977

Ms. Margie Wilson  
(703) 305-7305

## **Independent Agencies**

Federal Trade Commission  
6th & Pennsylvania Avenue N.W.  
Room H700  
Washington, D.C. 20580  
Telephone: (202) 326-2258  
FAX: (202) 326-2050  
Attn: Ms. Jean Sefchick  
Director, OSDBU

General Services Administration  
18th and F Streets, N.W., Room 6029  
Washington, D.C. 20405  
Telephone: (202) 501-1021  
FAX: (202) 208-5938  
Attn: Ms. Mirinda Jackson  
Acting Director, Office of Enterprise  
Development

Interstate Commerce Commission  
12th and Constitution Ave., N.W.  
Room 3119  
Washington, D.C. 20423  
Telephone: (202) 927-7597  
FAX: (202) 927-5158  
Attn: Mr. Dan King  
Director, OSDBU

National Aeronautics and Space  
Administration  
300 E St., S.W.  
Room 1T70  
Washington, D.C. 20546  
Telephone: (202) 358-2088  
FAX: (202) 358-3261  
Attn: Mr. Ralph Thomas, III  
Associate Administrator, OSDBU

National Science Foundation  
4201 Wilson Blvd.  
Arlington, VA 22230  
Telephone: (703) 306-1330  
FAX: (703) 306-0337  
Attn: Mr. Donald Senich  
Director, OSDBU

## **Women in Business Representatives**

Ms. Barbara Lorette  
(202) 326-2260

Ms. Joan Fletcher  
(202) 501-1021

Mr. Dan King  
(202) 927-7597

Ms. Rae Martel  
(202) 358-2088

(Vacant)  
Call Director

## **Independent Agencies**

## **Women in Business Representatives**

Nuclear Regulatory Commission  
Room 7217, MNBB  
Washington, D.C. 20555  
Telephone: (301) 415-7381  
FAX: (301) 415-5953  
Attn: Mr. Vandy L. Miller  
Director, OSDBU

Mr. Harris Coleman  
(301) 415-7381

Office of Personnel Management  
1900 E Street, N.W.  
Room 2351  
Washington, D.C. 20415  
Telephone: (202) 606-2180  
FAX: (202) 606-1464  
Attn: Ms. Vivian Bethea  
Acting Director, OSDBU

(Vacant)  
Call Director

Railroad Retirement Board  
1310 G St., N.W., Suite 500  
Washington, D.C. 20036  
Telephone: (202) 272-7742  
FAX: (202) 272-7728  
Attn: Ms. Marian P. Gibson  
Director, OSDBU

Smithsonian Institution  
915 L'Enfant Plaza, S.W.  
Washington, D.C. 20560  
Tel. (202) 287-3508  
FAX (202) 287-3492  
Attn: Mr. Mauricio P. Vera  
Program Manager, OSDBU

U.S. Government Printing Office  
Small/Disadvantaged Business Program Office  
732 North Capitol Street, NW.  
Washington, D.C. 20401  
Tel. (202) 512-1356



## **Independent Agencies**

## **Women in Business Representatives**

U.S. Information Agency—M/O  
330 C St., S.W.  
Room 1611, HHS—S Building  
Washington, D.C. 20547  
Telephone: (202) 205-9662  
FAX: (202) 401-2410  
Attn: Ms. Georgia Hubert  
Director, OSDDBU

Mr. Richard J. Hernandez,  
CPCM  
(202) 268-6578

U.S. Postal Service  
475 L'Enfant Plaza West, S.W.  
Room 3641  
Washington, D.C. 20260-5616  
Telephone: (202) 268-6578  
FAX: (202) 268-6573  
Attn: Mr. Richard J. Hernandez  
Mgr., Supplier Diversity

## **Other Liaison Offices**

Army-Air Force Exchange Service (AAFES)  
Purchase Directorate  
P.O. Box 660202  
Dallas, TX 75266-0202  
Telephone: (214) 312-3571

Defense Commissary Agency  
East Service Center  
ATTN: ES-AM  
Bldg. P11200, 38th St. & E Ave.  
Fort Lee, VA 23801-6330  
Telephone: (804) 734-3834

Defense Commissary Agency  
West Service Center  
ATTN: WS-AM  
Bldg. 3184  
Kelly AFB, TX 78241-6290  
Telephone: (512) 925-8231/6933

## **Independent Agencies**

## **Women in Business Representatives**

Office of Federal Procurement Policy  
725 17th Street, N.W.  
Room 9025  
Washington, D.C. 20503  
Telephone: (202) 395-4821  
FAX: (202) 395-5105  
Attn: Ms. Linda Mesaros  
Deputy Associate Administrator for  
Policy Development

Minority Business Development Agency  
U.S. Department of Commerce  
14th St. & Constitution Avenue, N.W.  
Room 5053  
Washington, D.C. 20230  
Telephone: (202) 482-5061  
FAX: (202) 482-5117  
Attn: Ms. Joan Parrott-Fonseca  
Director

Minority Business Development Agency  
U.S. Department of Commerce  
14th St. & Constitution Avenue, N.W.  
Room 5096  
Washington, D.C. 20230  
Telephone: (202) 482-3261  
FAX: (202) 482-5117  
Attn: Mr. Raoul Quiros  
Chief, Public Sector

Procurement Technical Assistance Center Program  
George Mason University  
4260 Chain Bridge Road  
Suite B-2  
Fairfax, VA 22030  
Telephone: (703) 330-5458  
FAX: (703) 330-5891  
Attn: Ms. Amy Erwin  
Assistant Director

## **Independent Agencies**

## **Women in Business Representatives**

Small Business Development Center  
Howard University  
2600 Sixth Street, NW., Room 125  
Washington, D.C. 20059  
Telephone: (202) 806-1550  
Attn: Mr. Woodrow McCutchen, Director

Small Business Administration  
409 3rd Street, S.W.  
8th Floor  
Washington, D.C. 20416  
Telephone: (202) 205-6460  
FAX: (202) 205-7064  
Attn: Ms. Judith Roussel

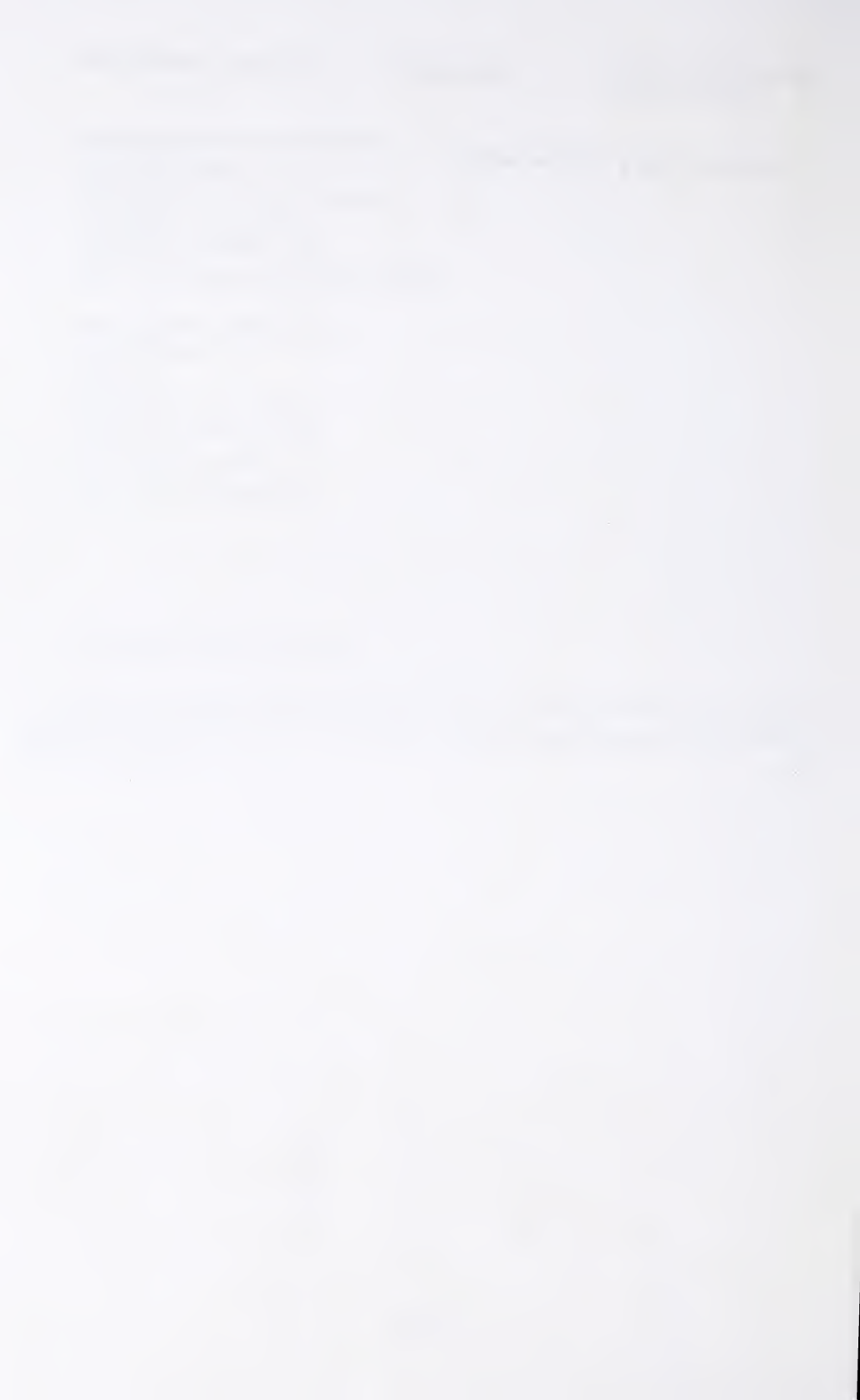
\* \* \* \* \*

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.

## Section C

- **Subcontracting Opportunities**





## Subcontracting Opportunities

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities: Company names followed by an asterick represent those with the largest dollar value contracts at Dept. of State.

### Possible Prime Contractors Offering Subcontracting Opportunities

### Subcontracting Opportunities Available

The American Institute in Taiwan  
7 Lane 134 Hisan Yi Road  
Section 3  
Taipei, Taiwan  
Contact: Mr. Jack Ferguson, Chief,  
Management Services Section

Various subcontracting opportunities

American Management Systems, Inc.  
1777 North Kent Street  
Arlington, VA 22209  
Contact: Mr. Jay Dunigan,  
Contract Administrator  
(703) 841-5514

Various opportunities related to data processing

ARA Environmental Services  
9 Presidential Blvd.  
Bala Cynwyd, PA 19004-0291  
Contact: Mr. Jim Day (215) 667-8033

Various janitorial supplies, equipment, and labor services

AT&T  
1120 20th St. N.W.  
5th Floor  
Washington, DC 20036  
Contact: Jim Powers  
(202) 647-9196  
Contract: N00600-94-0344

Various subcontracting opportunities related to telephone equipment and services

## Possible Prime Contractors Offering Subcontracting Opportunities

Bantec Technologies  
5898 Condor Drive  
Moorpark, CA 93021-2601  
Contact: Mark Schneider  
(805) 529-1500  
Contract: 0000-125066

Berger/HOK Joint Venture  
1819 H St., N.W., Suite 900  
Washington, D.C. 20006  
Contact: Gary Kettler,  
Sr. Project Mgr.  
(202) 331-7775  
Contract: 1030-212606

Computer Based Systems, Inc.\*  
2750 Prosperity Ave., Ste. 300  
Fairfax, VA. 22301  
Contact: Daniel S. Ryan  
(703) 849-8080  
Contract: S-OPRAQ95D0673

Computer Sciences Corporation  
3170 Fairview Park Drive  
Falls Church, VA. 22042  
Contact: Ms. Mary L. Cherry  
(703) 641-2553

## Subcontracting Opportunities Available

Hardware Maintenance  
support encompassing  
ADP production resources

Various A&E services  
related to minor new  
construction projects;  
facility rehabilitation  
and system replacement  
projects; physical and  
technical security upgrades;  
construction and renovation  
of communications centers

Various subcontracting  
opportunities

Various subcontracting  
opportunities related to  
program and systems services

**Possible Prime Contractors Offering  
Subcontracting Opportunities**

Dillingham Construction  
International  
5960 Inglewood Drive  
P.O. Box 1089  
Pleasanton, CA 94566  
Contact: Mr. Robert Walker  
(510) 483-3300  
Contract: S-FBOAD-93-C0071

Dillingham Construction  
International  
(Address as above)  
Contact: Ms. Lenore Thielen  
(510) 463-3300  
Contract: S-FBOAD-94-C0052

DynCorp\*  
7942 Cluny Court  
Springfield, VA 22153  
Contact: Mr. Dennis Egan  
(703) 569-4063  
Contract: 0000-225062

Contract: S-OPRAQ-95-C0675

**Subcontracting  
Opportunities Available**

Various materials and services,  
in support of construction in  
Singapore

Materials and services in  
support of renovation of U.S.  
Interests Section in Havana,  
Cuba

Various subcontracting  
opportunities related to  
logisticsupport services

Miscellaneous visa and travel  
services

## **Possible Prime Contractors Offering Subcontracting Opportunities**

Dyncorp Aircraft  
6801 Calmont Avenue  
Dallas, TX 76116

Contact: Mr. John Harlin  
(817) 732-4481 ext. 248

Contract: S-OPRAQ-94-C0646

Einhorn, Yaffee, Prescott  
The Argus Building  
Broadway at Beaver  
P.O. Box 617

Albany, NY 12201-0617

Contact: Ed Kohlberg  
(518) 463-2145

General Electric Company  
Mobile Communications Division  
4421 Forbes Boulevard  
Lanham, MD 20706

Contact: Mr. Bob Gload or Mr. Joe Wilson  
(301) 459-1617

GTE Gov't Systems\*  
Information Systems Division  
15000 Conference Center Drive  
Chantilly, VA 22021-3808

Contact: John McMullen, Jr.  
(508) 880-4646

Contract: S-OPRAQ95D0594

## **Subcontracting Opportunities Available**

Spare parts, travel  
arrangements, equipment

Various A&E services related  
to minor new construction  
projects; facility  
rehabilitation and system  
replacement projects; physical  
and technical upgrades;  
construction and renovation of  
communications centers

Various subcontracting  
opportunities

Misc. installation materials

## **Possible Prime Contractors Offering Subcontracting Opportunities**

Halifax Engineering, Inc.  
5250 Cherokee Avenue  
Alexandria, VA 22312  
(703) 750-2202

Harbert International, Inc.  
One Riverchase Parkway, South  
Birmingham, AL 35201  
Contact: Claude Roberts  
(202) 987-5606

Intermodel, Inc.  
9308 N.W. 13th Street  
Miami, FL 33172  
(305) 591-2419  
Contract: S-OPRAQ95C0536

ITT Federal Services Corporation  
One Gateway Plaza, 1330 Inverness Dr.  
P.O. Box 15012  
Colorado Springs, CO 80935-5012  
Contact: G. Evans  
(719) 574-5850(x230)  
Contract: S-OPRAQ-95-C-0589

J.A. Jones Construction  
J.A. Jones Drive  
Charlotte, NC 28287  
Contact: Mr. Mike L. Fitzgerald  
(704) 553-3499

## **Subcontracting Opportunities Available**

Various subcontracting  
opportunities

Supplies, services, and  
materials related to  
office building construction/  
renovation

Various subcontracting  
opportunities related to  
consolidated receiving point

Concrete, masonry,  
metalwork, doors, windows,  
hardware, woodwork, etc.,  
related to construction of  
new U.S. Embassy, Kuwait



## **Possible Prime Contractors Offering Subcontracting Opportunities**

Mitre Corporation  
7525 Colshire Drive  
McLean, VA 22102  
Contact: Mr. Walter R. Pawlowski, VP  
(703) 883-5501  
Contract: 1045-155023

MPRI  
1201 East Abingdon Dr.,  
Ste. 425  
Alexandria, VA 22314  
Contact: Mr. Robert D. Wood  
(703) 684-0853  
Contract: S-OPRAQ-94C0406

Motorola, Inc.  
1301 East Algonquin Rd.  
Schaumburg, IL 60196  
Contact: Elizabeth Manfield  
(708) 576-4331  
Contract: S-OPRAQ95C0521

The Orkand Corporation  
8484 Georgia Ave., Suite 1000  
Silver Spring, MD 20910  
Contact: Mr. Anthony Schulien  
(301) 585-8480

Pacific A & E  
1601 N. Kent St., Ste. 900  
Arlington, VA 22209  
Contract: 2012-265007

## **Subcontracting Opportunities Available**

ADP hardware/software;  
operating supplies and  
services (indirect)

Various opportunities  
for development and printing  
of publicity materials

Various subcontracting  
opportunities

Various subcontracting  
opportunities related to  
ADP software support services

Various subcontracting  
opportunities

## **Possible Prime Contractors Offering Subcontracting Opportunities**

Perini International Corporation  
International Division  
73 Mt. Wayte Ave.  
Framingham, MA 01701  
Contact: Mr. Donald Paula  
(508) 628-2684

Pinkerton Computer Consultants, Inc.  
1900 N. Beauregard St., Ste. 200  
Alexandria, VA 22311  
Contact: Mr. James Craig  
(703) 820-5571

RTKL Assoc., Inc.  
1140 Connecticut Ave., N.W.  
Washington, D.C. 20036  
Contact: Mr. Bernard Wulff  
(202) 833-4400  
Contract: 1030-290285

Ralph M. Parsons Co.  
1133 15th St., N.W.  
Washington, D.C. 20005  
Contact: Terrence O'Brien  
(202) 775-3453  
Contract 1030-290286

## **Subcontracting Opportunities Available**

Various subcontracting opportunities related to construction of Post Community Center and electrical upgrade of Embassy Building, Lusaka, Zambia

Various subcontracting opportunities

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security construction and renovation of communications centers

## Possible Prime Contractors Offering Subcontracting Opportunities

Statistica  
30 West Gude Drive  
Suite 300  
Rockville, MD 20850  
Contact: Mr. Robert Cole  
(301) 424-1911  
Contract: S-OPRAQ94C0492

Stone & Webster Engineering Corp.  
245 Summer Street  
Boston, MA 02107  
Contact: Mr. Peter W. Harris  
(617) 589-5305  
Contract 1030-290289

TRW  
Systems Division  
One Federal Systems Park Drive  
Fairfax, VA 22033  
Contact: Mr. Alan Schmidt  
(703) 968-2001

Unisys  
8008 Westpark Dr.  
McLean, VA 22102  
Contact: Murray J. Schooner  
(703) 556-5822s  
Contract S-OPRAQ95D0532

Wang Federal Systems\*  
etc.  
7900 Westpark Drive  
McLean, VA 22102  
Contact: Ms. Marianne Kee  
(703) 827-3807

Xerox Special Information Sys.  
250 North Halstead St.  
P.O. Box 7018  
Pasadena, CA 91109  
Contact: K.E. Hunter  
(818) 351-2351  
Contract: 0000-930125

## Subcontracting Opportunities Available

Various subcontracting opportunities

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various subcontracting opportunities

Various hardware, software, etc.

Computers, PCs, software,

Various electronic components and assemblies and metal work

## Section D

- **Contacts for Trade and Investment-Related Issues**



# Contacts for Trade and Investment-Related Issues

## Department of State

Business Affairs	—Mr. David Ruth	(202) 647-1625
Investment Affairs	—Mr. Wesley Scholz	736-4247
Development Finance	—Mr. Larry Butcher	647-9426
Economic Sanctions Policy	—Mr. Robert Maxim	647-5673
Trade Policy	—Mr. William E. Craft	647-3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of the Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

## Department of Commerce

Deputy Assistant Secretary for Services	—Mr. Jude Kearney	(202) 482-5261
Country Marketing:		
Western Europe	—Mr. Peter Hale	482-5341
Eastern Europe and Soviet Affairs	—Ms. Suzanne Lotarski	482-1104
Central and Eastern Europe Business Information Center (CEEBC)	—Int'l Trade Specialist	482-2645
Russia and Newly Independent States: Business Information Services for the Newly Independent States (BISNIS)		482-4655
Africa	—Mr. Gerald Feldman	482-4927
Near East	—Mr. Thomas Parker	482-1860
South Asia	—Mr. John Anderson	482-1536
Mexico	—AMERIFAX	482-0300
Latin America and Caribbean Basin	—Mr. Walter Bastian	482-2436
People's Republic of China and Hong Kong	—Mr. Donald Forest	482-5527
Japan	—Ms. Marjorie Searing	482-4527
Office for Service Industries and Finance	—Mr. Jude Kearney	482-5261
Publications—Intl. Trade Adm.	—Mr. Thomas Witherspoon	482-5487
Foreign Commercial Service	—Mr. Robert Taft	482-6228



Export Licensing Information:		(202) 482-4811
U.S. Trade and Development		
Agency	—Ms. Carol Stillwell	(703) 875-4357
(feasibility studies and other planning services)		
Definitional Missions	—Ms. Della Glen	(703) 875-4357
Trade Information		1-800-USATRADE

### **Defense Trade Controls:**

For exporting licensing information on munitions, or technology “uniquely” designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

### **Agency for International Development**

Business Relations (OSDBU)	—Mr. Ivan Ashley	(703) 875-1551
Center for Trade & Investment Services		
	—Ms. Deborah Diaz	(202) 663-2660
		(local)
		(800) 872-4348

### **Overseas Private Investment Corporation**

	—Information Officer	(202) 336-8799
Export-Import Bank	—Mr. Christopher Dorval	(202) 565-3200

### **Small Business Administration**

Office of International Trade	—Mr. Jerry Chiaruttini	(202) 205-6720
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U.S. Trade Representative	—Ms. Phyllis Shearer	(202) 395-6120
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## Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the "Country Team," takes the lead in promoting U.S. trade and investment in 272 diplomatic and consular establishments in over 160 foreign countries.

The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

The Office of the Coordinator for Business Affairs (E/CBA) in the Economic and Business Affairs Bureau serves as the primary contact point for the business community in the Department. Bureau officials are in daily contact with private sector firms and business groups throughout the country through meetings, briefings, speeches, and other programs. E/CBA answers inquiries from businesses, individuals, and Congress, and maintains close liaison with regional bureau commercial coordinators, country desk officers, Commerce, AID, and other agencies involved in export promotion activities. (Phone: (202) 647-1625).

Embassies and Consulates overseas are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS) are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in over 100 countries with smaller markets where USFCS personnel are not present. The important point is that in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The Regional Bureaus, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and Pacific Affairs. Country "desk officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875-6824).

Publications: The Department produces various publications of interest to minority business, including *Key Officers of Foreign Service Posts: A Guide for Business Representatives* and *A Guide To Doing Business With the Department of State*.

## **Commercial Posts of the Department of State (Posts With No FCS Presence)**

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

### **Africa**

Angola, Luanda	Malawi, Lilongwe
Benin, Cotonou	Mali, Bamako
Botswana, Gaborone	Mauritania, Nouakchott
Burkina Faso, Ouagadougou	Mauritius, Port Louis
Burundi, Bujumbura	Mozambique, Maputo
Cameroon, Yaounde	Namibia, Windhoek
Cape Verde, Praia	Niger, Niamey
Central African Republic, Bangui	Rwanda, Kigali
Chad, N'Djamena	Senegal, Dakar
Congo, Brazzaville	Sierra Leone, Freetown
Djibouti, Djibouti	Somalia, Mogadishu
Equatorial Guinea, Malabo	Sudan, Khartoum
Eritrea, Asmara	Swaziland, Mbabane
Ethiopia, Addis Ababa	Tanzania, Dar es Salaam
Gabon, Libreville	The Gambia, Banjul
Ghana, Accra	Togo, Lome
Guinea, Conakry	Uganda, Kampala
Guinea-Bissau, Bissau	Zaire, Kinshasa
Lesotho, Maseru	Zambia, Lusaka
Liberia, Monrovia	Zimbabwe, Harare
Madagascar, Antananarivo	

### **Latin America**

Bahamas, Nassau	Jamaica, Kingston
Barbados, Bridgetown	Netherlands Antilles, Curacao
Belize, Belize City	Nicaragua, Managua
Bolivia, La Paz	Paraguay, Asuncion
El Salvador, San Salvador	Suriname, Paramaribo
Guyana, Georgetown	Trinidad & Tobago, Port of Spain
Grenada, St. George's	Uruguay, Montevideo
Haiti, Port-au-Prince	

## Near East/South Asia

Afghanistan, Kabul  
Bahrain, Manama  
Lebanon, Beirut  
Nepal, Kathmandu  
Oman, Muscat  
Qatar, Doha

Bangladesh, Dhaka  
Jordan, Amman  
Sri Lanka, Colombo  
Syria, Damascus  
Tunisia, Tunis  
Yemen Arab Republic, Sanaa

## East Asia and the Pacific

Brunei, Bandar Seri Begawan  
Burma, Rangoon  
Cambodia, Phnom Penh  
Fiji, Suva  
Laos, Vientiane  
Marshall Islands, Majuro  
Micronesia, Federated States of  
Kolonias

Mongolia, Ulaanbaatar  
Palau, Koror  
Papua New Guinea, Port Moresby  
Solomon Islands, Honiara  
Western Samoa, Apia

## Europe

Albania, Tirana  
Bermuda, Hamilton  
Croatia, Zagreb  
Cyprus, Nicosia  
Estonia, Tallinn  
Finland, Helsinki  
Iceland, Reykjavik

Latvia, Riga  
Lithuania, Vilnius  
Luxembourg, Luxembourg  
Macedonia, Skopje  
Malta, Valletta  
Slovak Republic, Bratislava  
Slovenia, Ljubljana

## New Independent States

Armenia, Yerevan  
Azerbaijan, Baku  
Belarus, Minsk  
Georgia, Tbilisi

Kyrgyzstan, Bishkek  
Moldova, Chisinau  
Tajikistan, Dushanbe  
Turkmenistan, Ashgabat

## **Section E**

- **Other Department of State and Government  
Subscriptions/Publications**





☐ **YES,** enter my order as follows:

Qty.	Stock Number	Title	Price Each
	044-000-02454-3	Guide to Doing Business with the Dept. of State	\$3.50
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Qty.	List ID	Title	Price Each
	COBD	Commerce Business Daily	\$275.00
	DIPL	Diplomatic List	9.50
	KOFS	Key Officers of Foreign Service Posts	5.00
	DSTD	Department of State Telephone Directory	16.00
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# **Electronic Services**

## **EC/EDI Fact Sheet (The Basics)**

### **What is Electronic Commerce (EC)?**

Electronic Commerce (EC) is the paperless exchange of business information, using Electronic Data Interchange (EDI), electronic mail, electronic bulletin boards, electronic funds transfer, and other similar technologies.

### **What is Electronic Data Interchange (EDI)?**

Electronic Data Interchange (EDI), a major part of Electronic Commerce (EC), is the computer-to-computer exchange of business data in a standardized format.

### **What are the major benefits of EDI?**

- Increased business opportunities through wider diffusion of procurement information;
- Improved quality through improved record-keeping, fewer errors in data, reduced processing delays, less reliance on human interpretation of data, and minimized unproductive time;
- Greater competition and reduced prices;
- Savings from reduction of inventories, mailroom sorting/distribution time, elimination of lost documents, and reduction of postage and other mailing costs;
- Reduced order time; and
- Better and more up-to-date information for management decisionmaking.

### **What is necessary to begin using EDI?**

Should you intend to become fully EDI-capable, you will need a personal computer, a modem, ANSI X12 compliant EDI translation software or access to an EDI translation service, EDI implementation conventions, and a subscription to a Value Added Network (VAN).<sup>\*</sup> However, should you opt not to become fully EDI-capable, it is possible for you to exchange EDI transactions with the Government through the use of services provided by Value Added Service (VAS) providers. Such services (EDI-to-Fax, for example) allow you to participate in the Government EDI-based acquisition efforts without investing in EDI-related computer hardware and software.

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<sup>\*</sup>VAN price and services list can be found on the Internet at:

[HTTP://WWW.SAECRC.ORG/DODEDI/EDIVAN18.SHTML](http://WWW.SAECRC.ORG/DODEDI/EDIVAN18.SHTML)

Further, you will need to secure the following unique identification numbers for your business:

- DUNS number assigned by Dun and Bradstreet, 1-800-333-0505;
- CAGE code assigned by the Defense Logistics Service Center if you intend to do business with the Department of Defense; 616-961-4955; if you currently do business with DoD, you should already have a CAGE code;
- Tax Identification Number (TIN) assigned by the Internal Revenue Service, 1-800-829-1040.

### **What are some sources of information on EC/EDI?**

Data Interchange Standards Association (DISA), the ANSI X12 Secretariat, 703-548-7005; ANSI X12 standards-related, membership, training, and conference information. Internet World Wide Web access via <http://www.disa.org>. ANSI X12 standards published by DISA may be obtained through EDI Support Services, 1-800-334-4912.

Defense Technical Information Center (DTIC); provides full and executive summary versions of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in electronic form. Internet World Wide Web access via <http://www.dtic.dla.mil> and via anonymous ftp at [asc.dtic.dla.mil](ftp://asc.dtic.dla.mil).

DoD Electronic Commerce Information Center, 1-800-EDI-3414; EC/EDI information packet, and other information. Internet World Wide Web access via [http://www.acq.osd.mil/ec/ecic\\_hpg.html](http://www.acq.osd.mil/ec/ecic_hpg.html).

EDI World, 305-925-5900; a monthly industry magazine that contains information on EDI industry trends, user groups, conferences and seminars, and other information. An annual subscription cost is \$29.95.

Electronic Commerce Resource Centers; contact the Electronic Commerce Information Center for further information on one in your area.

Federal Electronic Commerce Acquisition-Program Management Office (ECA-PMO), 703-681-0369; Federal implementation conventions, Streamlining Procurement Through Electronic Commerce, and other related information. Internet World Wide Web access via <http://www.gsa.gov/ecapmo.htm> and <http://snad.ncsl.nist.gov/dartg/edi/fededi.html>, and FTP access via [ds.internic.net](ftp://ds.internic.net).

FedWorld BBS, a computer Bulletin Board System (BBS), 703-321-8020; provides documents related to EDI, including Streamlining Procurement Through Electronic Commerce. Internet World Wide Web access via <http://www.fedworld.gov>.

Government Printing Office (GPO), 202-512-0132; provides the full report version of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in paper form; stock number 008-000-00643-1.

National Technical Information Service (NTIS), 703-487-4650; publishes Federal Information Processing Standards Publication (FIPS PUB) 161, NTIS Accession number SIPSPUB161-1, \$12.50. The Federal Government's intent to use ANSI X12 standards for EDI is documented in this standard.

Phillips Publishing International, 1-800-777-5006; publisher of EDI Yellow Pages, a directory of EDI products and services.

Prememos Corporation; provides ANSI X12 and UN/EDIFACT standards in electronic form. Internet World Wide Web access via <http://www.premenos.com>.



Procurement Technical Assistance Centers (PTACs); Government and privately funded organizations dedicated to helping small companies do business with the Federal Government. Call the Electronic Commerce Information Center for a list of PTACs in your area. For companies that are not currently DoD contractors, but who wish to do business with the DoD in the future, the PTACs can also serve as Government sponsors for them to obtain a CAGE code.

SBA Online, a computer Bulletin Board System, 800-697-4636; EC/EDI-related information, including EDI, A Guide to Translation Software. Internet World Wide Web access via <http://www.sbaonline.sba.gov>.

The following is a list of Centers that offer assistance to businesses interested in becoming EDI capable. Operating under DoD sponsorship, the centers serve all qualified business and government personnel. Services are provided either free or for a minimal fee.

### **Electronic Commerce Resources Centers (ECRCs)**

Atlanta, GA	(404) 894-9514	<a href="mailto:robert.fulton@me.gatech.edu">robert.fulton@me.gatech.edu</a>
Bremerton, WA	(206) 478-0333	<a href="mailto:wilson@ctc.com">wilson@ctc.com</a>
Cleveland, OH	(800) 991-3272	<a href="mailto:kent.kemmerer@camp.org">kent.kemmerer@camp.org</a>
Dayton, OH	(513) 449-6060	<a href="mailto:jhoman@cole.sinclair.edu">jhoman@cole.sinclair.edu</a>
Fairfax, VA	(703) 691-1507	<a href="mailto:byoung@ecrc.gmu.edu">byoung@ecrc.gmu.edu</a>
Johnstown, PA	(800) 231-2772	<a href="mailto:michalec@ctc.com">michalec@ctc.com</a>
Oakland, CA	(510) 748-6850	<a href="mailto:shaw@ctc.com">shaw@ctc.com</a>
Orange, TX	(409) 882-3950	<a href="mailto:pdewitt@ecrc.kbsi.com">pdewitt@ecrc.kbsi.com</a>
Palestine, TX	(800) 209-2772	<a href="mailto:mikelabeau@ptxecrc.com">mikelabeau@ptxecrc.com</a>
San Antonio, TX	(210) 732-1141	<a href="mailto:butch@saecrc.org">butch@saecrc.org</a>
Scranton, NY	(800) 572-3272	<a href="mailto:linnm1@lion.uofs.edu">linnm1@lion.uofs.edu</a>

### **FAR on CD-ROM**

The Federal Acquisition Regulation (FAR) on CD-ROM can be obtained from the Government Printing Office (GPO) for \$80. Updates are sent out quarterly or when changes occur. The stock number is 722-009-0000O2. Make your check, money order, or credit card payable to the Superintendent of Documents. The mailing address is U.S. GPO, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250. The telephone number is (202) 512-1800.

### **OSDBU Bulletin Board**

In June 1994, the Department of State, Office of Small and Disadvantaged Business Utilization began a new service to give the public immediate, self-service electronic access to its two publications, A Guide To Doing Business With the Department of State and its current fiscal year Forecast of Contract Opportunities.

Users can immediately access the services on the U.S. Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) bulletin board system with a personal computer with or without ANSI support, a modem (settings: 8 bits, no parity, 1 stop bit, speeds 300-14400 baud), telecommunications software, and telephone line by calling (703) 875-4945. There is no charge for using any of the features of the OSDBU



bulletin board. Files may be downloaded on demand using various error checking protocols, including ZModem, YModem, XModem, and Kermit.

For additional information about the OSDBU bulletin board, contact the Office of Small and Disadvantaged Business Utilization on (703) 875-6822.\* For new users, you will fill out a registration form on the BBS that asks for point of contact, telephone number, address, business size status, and products provided.\*

## **Foreign Affairs on the Internet**

The Department of State Foreign Affairs Network (DOSFAN) is now on the Internet, providing global access to official U.S. foreign policy information—speeches, statements, and testimony by the President, Secretary of State, and other senior officials; plus Dispatch and Background Notes on countries and international organizations; congressional reports on trade practices; human rights, terrorism, narcotics control, and other subjects; daily briefing transcripts; directories of key officers at foreign service posts; travel information; and much more. Developed in collaboration with the University of Illinois at Chicago (UIC), DOSFAN is accessible in three ways on the Internet;

Gopher: [dosfan.lib.uic.edu](http://dosfan.lib.uic.edu)

URL: [gopher://dosfan.lib.uic.edu/](http://dosfan.lib.uic.edu/)

WWW: <http://dosfan.lib.uic.edu/dosfan.html>

DOSFAN is updated daily. For more information about DOSFAN, contact: [john.a.shuler@uic.edu](mailto:john.a.shuler@uic.edu) or by telephone at 312-996-2738.

Department of State Web Page: <http://www.state.gov>

Department of State Telephone Directory: GOPHER:[dosfan.lib.uic.edu](http://dosfan.lib.uic.edu) (contacts and telephone numbers).

## **Internet Address for the FAR and FIRM**

FAR--[HTTP://WWW.GSA.GOV/FAR/](http://WWW.GSA.GOV/FAR/)

FIRM--[HTTP://WWW.ITPOLICY.GSA.GOV/REGS/REGS.HTM](http://WWW.ITPOLICY.GSA.GOV/REGS/REGS.HTM)

FIRM bulletins, etc.: [HTTP://FEDWORLD.GOV](http://FEDWORLD.GOV)

## **Some Useful Internet Addresses**

FAI/CBD: <http://www.gsa.gov/staff/v/training.htm>

Department of Transportation: <http://www.dot.gov>

DFARS: <http://www.dtic.mil/dfars/>

NASA Federal Acquisition Jumpstation

<http://procure.msfc.nasa.gov/fedproc/home.html>

OMB Circulars: <http://www.whitehouse.gov/WH/EOP/omb>

Acquisition Reform Network: <http://www-far.npr.gov>

EPA RFPS: [gopher://www.epa.gov/11/Info/Procurement/](http://www.epa.gov/11/Info/Procurement/)  
INTERNET CARRIERS WORLDWIDE--Net Access Worldwide List:  
<http://www.best.be/iap/>  
GAO: <http://www.gao.gov>  
GPO: [http://www.access.gpo.gov/su\\_docs/](http://www.access.gpo.gov/su_docs/)  
GSA: <http://www.gsa.gov>  
NCMA: <http://www.ncmahq.org>  
Department of Transportation: <http://www.dot.gov>

To search for an item when you don't know the address:

<http://www.yahoo.com>  
<http://www.webcrawler.com>

For information on the House of Representatives Small Business Committee:

WWW address: <http://www.house.gov>  
Gopher address: <gopher.house.gov>  
Public internet address ([smbizcom%hr.house.gov](mailto:smbizcom%hr.house.gov))

## **Small Business Administration On-Line Assistance**

1-800-697-4623	SBA and other government agency information Downloadable SBA information files and QWK mail
1-900-463-4636 14 cents/minute	SBA and other government agency information Downloadable shareware files                      Gateway mail
202-401-9600 D.C. metro only	Internet E-Mail On-line searchable data banks
Internet Telnet 202-205-6400	<a href="http://www.sbaonline.sba.gov">www.sbaonline.sba.gov</a> Technical support 202-205-7333                      TDD

*A Guide To Doing Business With the Department of State* is also available on Internet. The GOPHER address is [GOPHER://DOSFAN.LIB.UIC.EDU.70](gopher://DOSFAN.LIB.UIC.EDU.70)

The WEB address is [HTTP://WWW.STATE.GOV](http://WWW.STATE.GOV) (Go to State Department Administration).







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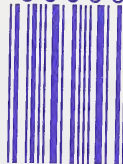


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